



# Freedom of Information Information Statement

## Overview

The transport function is integral to business and commerce and important for social interaction and connecting communities.

Our key focus is on operational transport functions and strategic transport planning and policy across the range of public and commercial transport systems that service Western Australia. With more than 1000 employees, we have the expertise to deliver and connect a complex, inter-related economic and social network.

We connect people with goods and services through an intricate system of roads, railways, airports, ports and waterways and educate and regulate to keep them safe within those networks. We co-ordinate and prioritise the transport related infrastructure that allows our economy to grow.

More information can be found on the services to the public and publications available outside of the FOI process by the [Department of Transport](#) on the agency website.

The Department of Transport invites members of the public to make submissions and participate in the formulation of the agency's policies and functions via targeted communication vehicles such as local and community newspapers, Government Gazettes, offices of local government, head office and regional offices of the Department, mailbox delivery, personal briefings, specific community and industry group consultation sessions and targeted publications and reports.

## Types of Non Public Information Held by Department of Transport

- Operations information.
- Administrative information.
- Staff information.
- Contract information.

## Procedures for obtaining access to documents not publicly available

The *Freedom of Information Act 1992 (the FOI Act)*, which came into effect on 1 November 1993, created a general right of access to documents held by State and Local government agencies.

Members of the public may submit formal FOI applications for documents held by the agency which are not publicly available. Under the provisions of section 12 of the FOI Act access applications have to -

- Be in writing; and
- Give enough information to enable the requested documents to be identified; and
- Give an Australian address to which notices under this Act can be sent; and
- Give any other information or details required under the regulations; and
- Be lodged at an office of the agency with any application fee payable under the regulations

The preferred method is to complete an FOI Application form which is available by clicking this link [DoT - Freedom of information](#) which will direct you to the Department of Transport's website.

The address for the Department of Transport FOI Coordinator is:

### Postal:

Coordinator FOI  
Department of Transport  
GPO Box C102  
PERTH WA 6839

### In Person:

Coordinator FOI  
Department of Transport  
140 William Street  
PERTH WA 6000  
(Report to Level 2 Reception)

### Via Email:

[FOI@transport.wa.gov.au](mailto:FOI@transport.wa.gov.au)

## Processing FOI Applications

The FOI unit is the initial contact point for members of the public, applicants, third parties, the Office of the Information Commissioner and other public sector agencies for all FOI-related matters.

Under the FOI Act, the agency is required to respond to FOI applications within 45 days of receipt, unless an extension of time is granted.

## FOI Fees and Charges

The rate of fees and charges are set under the *FOI Regulations*. Details of fees and charges are listed below:

Personal information about applicant	No fee
Application fee (for non-personal information)	\$30.00
Charge for time taken dealing with the application	\$30.00 per hour
Charge for access time supervised by staff	\$30.00 per hour
Charges for photocopying	\$30.00 per hour for staff time and 20 cents per copy

An estimate of charges will be provided if the cost is expected to exceed \$25.00. There may be a possible 25% reduction of any processing/additional charges for financially disadvantaged applicants or those in receipt of Health Benefits. This 25% reduction **DOES NOT** apply to the application fee.

## Rights of Review

The FOI Act provides that should applicants be dissatisfied with a decision of the Department, there is a process whereby that decision can be reviewed. In accordance with Section 40 of the *FOI Act*, internal review applications should be forwarded in writing to the Department within 30 calendar days of the date of decision.

Following an internal review, matters remaining in dispute can be submitted to the Office of the Information Commissioner for external review. Such applications must be submitted within 60 days from the date of the internal review decision.

No fees or charges apply to internal or external reviews.

## Personal information held by the agency

The right to amend personal information in a document held by the Department of Transport exists to ensure that personal information which may be used by the agency does not unfairly harm the person referred to, does not misrepresent the facts or does not give a misleading impression.

Applicants must provide details and if necessary, documentation in support of their claim that the information they seek to have amended is inaccurate, out of date or misleading. In addition, applicants must indicate how they wish the amendment to be made within the options set out in the Act, namely:

- altering information
- striking out or deleting information
- inserting information; or
- inserting a note in relation to information.

On reaching a decision the agency will, within 30 days of receipt, give the applicant a written notice of its decision. Where the decision is made to amend information, the notice will give details of the amendment and where practicable, will include a copy of the amended document.

Requests for amendment of personal information held by the Department of Transport can be made to the Coordinator FOI as above.

This Information Statement was amended and is correct as at July 2018.